



## **11 FISCAL/EQUIPMENT MANAGEMENT**

*Effective: 11/01/02*

### **11.11 Confidentiality and Security of WIC Data**

**POLICY:** Due to the confidentiality of the data maintained by DAISy, the local WIC Director must ensure that access is restricted to only people authorized by WIC.

#### **PROCEDURE:**

##### **A. CONFIDENTIALITY**

1. Each new user of the WIC DAISy is to create a unique login ID and password inside the DAISy software program. The password may not be shared with any other users, as the DAISy program performs minimal audit-tracking by user ID.
2. User IDs in the DAISy program must be deleted when the employee leaves the WIC Agency. Project Directors must assure that within two weeks of an employee departure, their login ID and password are deleted from the system.
3. A password change will be forced every ninety (90) days by DAISy. DAISy will not allow the same password to be used within two years.
4. The WIC Agency will control access to the data files, subject to Policy 10.41 of the Operations Manual.
5. WIC staff will exit out of the DAISy software program completely whenever the computer is not attended by a WIC staff member.
6. A Screen Saver must be used on all WIC computers. This screen saver will have an assigned password that will go into effect after 10 minutes of keyboard/mouse inactivity. See attachments.

##### **B. DAISy SERVER AND WORKSTATION DATA BACK-UP**

1. The DAISy program is set up to have one Windows NT Workstation computer designated as “DAISy” or the “Server”. One or more additional desktop and/or laptop computers are then designated as “Stations”. The “DAISy” or “Server” must maintain the Windows NT Computer Name of **DAISY**, as set in the Control Panel under the ‘Network Neighborhood’ icon. The other PC’s defined as “Stations”, must keep their Windows NT Computer Name as assigned by the WIC Program. These will either be **‘REMOTE’**, or in the format of **STATIONx**, where x is a number, (e.g. STATION2). All DAISy participant data will reside only on the server computer.



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2. A backup must be run twice daily from the machines labeled STATION1 and STATION2 (if present), at noon and at the end of the day. See attachments.
3. A daily backup must be run to disk from the machine labeled DAISy at the end of the day. See attachments.
4. Registry settings on any DAISy computer may not be changed.
5. External modems attached to the DAISy or Server, must be turned off at all times, except when a project is in the process of a telecommunication or when the State and/or ADP Contractor need to dial-in to a project computer.
6. The majority of updates to the DAISy system are done through the telecommunication process.
7. The State WIC Program uses PCAnywhere communication software to connect via modem to the ADP Contractor in Kansas. This software is located in the C:\Program Files\pcANYWHERE directory on the DAISy or server. This software must not be removed or altered in order for the ADP Contractor and/or the State WIC Office to have dial-up system management capabilities to the system.

### **ATTACHMENTS**

Instructions for installing a screen saver with a password protection feature

– Windows NT 4.0 Screen Saver Password.doc

Instructions for performing daily “station” and “server” backups

– DAISY Daily Backup.doc